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Electronic Greenhouse Gas Reporting Tool (e-GGRT)



Training Webinar on Subpart MM User and Facility Registration
Kong Chiu and Brian B Cook, US EPA
January, 2013

- Overview/Purpose of the webinar
- Transitioning Subpart MM Reporting from OTAQ DCFuels to e-GGRT
- About e-GGRT
- e-GGRT user registration
- e-GGRT facility/supplier registration
- Registering Designated Representatives (DR), Alternate Designated Representatives (ADR) and Agents
- Preview the new Subpart MM / LL Reporting Form
- Questions & Answers

Transitioning Subpart MM Reporting from DCFuels to e-GGRT



- Starting with RY12 GHG reports, which are due April 1, 2013 MM and LL reporters will report using e-GGRT
- The Subpart MM reporting form has been revised to:
 - help improve data quality,
 - allow immediate feedback to users,
 - reduce the number of verification issues that must be resolved later.
- The data elements remain the same, though the structure of the form will be a little different than the previous forms (RY2010 and RY2011).
 - EPA has posted a draft version of the RY12 reporting form for your review.

Transitioning Subpart MM Reporting from DCFuels to e-GGRT (cont.)



- All designated representatives will need to create accounts in e-GGRT if they do not already have them.
- Reporters will also have to register their subpart MM facility in e-GGRT, if it is not already registered
- As desired, the DR may appoint an Alternative Designated Representative (ADR) or Agents.
- EPA strongly encourages facilities that have not registered in e-GGRT to do so by February 1st, 60 days prior to the next reporting deadline.
 - Facilities not currently registered to report under subpart MM in DCFuels are REQUIRED to register by this date

Transitioning Subpart MM Reporting from DCFuels to e-GGRT (cont.)



- Petroleum producers (refineries) that are already registered in e-GGRT and reporting under another subpart (Y, C, X, P, PP, II, TT, etc.) will have an option of submitting their MM reports along with their other data, if the facility definition in MM is the same as for the existing facility.
- Or, a new e-GGRT entity may be created through which Subpart MM data will be reported.
 - Allows the MM report to have a separate DR from the direct emissions report
- Because they report at the corporate level rather than at the facility level, importers and exporters must register and report separately from refiners.
- EPA has send a series of e-mails to each of the known DRs explaining these registration requirements and GHGRP Help Desk is available to work with DRs to explain their specific situation and options.

Transitioning to e-GGRT: Unresolved RY10 and RY11 Verification Issues



- Facilities with unresolved issues relating to *RY2010 and RY2011* reports, are strongly encouraged to resubmit their corrected reports by January 25 .
- After January 25, resubmitted RY10 and RY11 reports will be accepted, but only through e-GGRT, using the new forms.
 - Petroleum suppliers will have to manually re-enter the data in the new reporting form themselves in order to prepare an RY10 or RY11 resubmission using e-GGRT.
- There will be a period of time while EPA transfers Subpart MM data from DCFUEL to e-GGRT when neither system will be available for resubmissions. (January 26 through e-GGRT RY12 opening day)
- If your deadline to resolve outstanding RY10 and RY11 data quality issues falls in the period, request an extension from EPA to allow the report to be re-submitted after e-GGRT is open for RY12 reporting, using the new form.

Common User Registration Scenarios for Subpart MM reporters



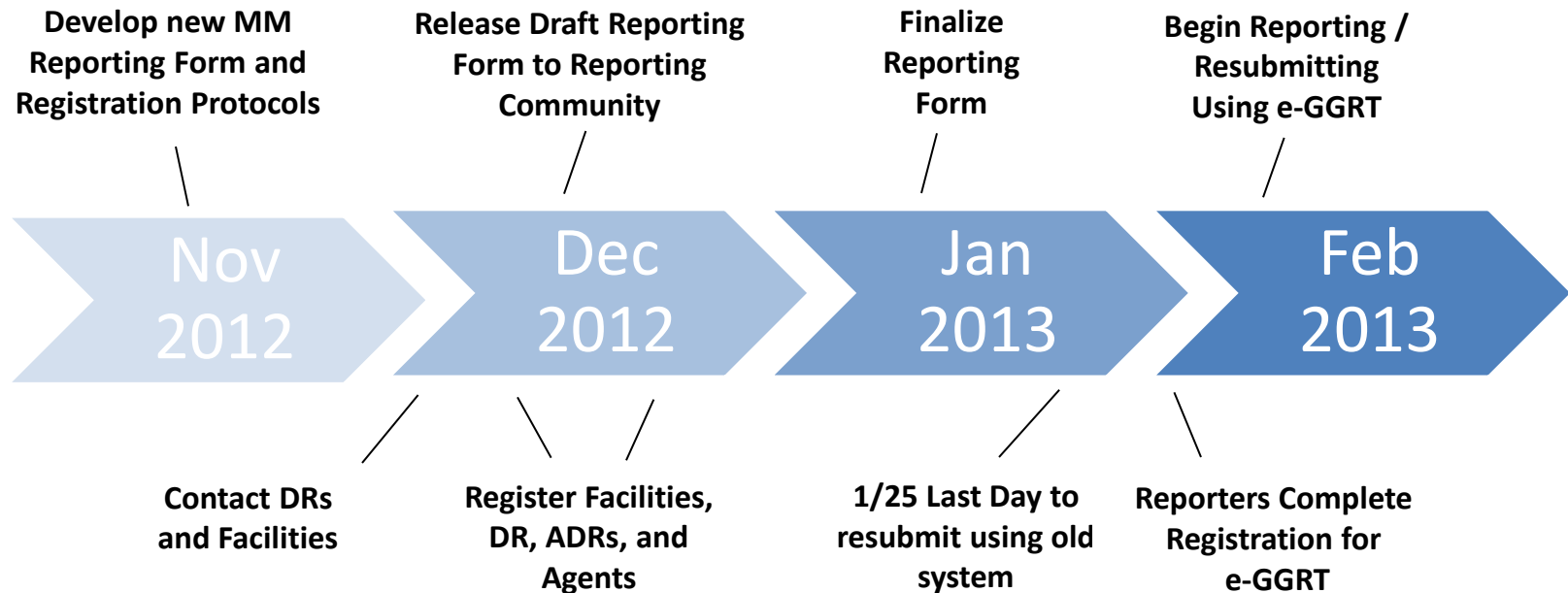
- Users who are already registered in e-GGRT
 - No action is needed as far as user registration
- Users who are NOT registered in e-GGRT
 - If a user has an existing CDX user account – the user will need to complete an abbreviated e-GGRT user registration process and will need to submit an Electronic Signature Agreement (ESA) for e-GGRT.
 - If a user does NOT have a CDX user account – the user will need to complete the New User Registration process in e-GGRT and will need to submit an ESA for e-GGRT.

Common Facility Registration Scenarios for Subpart MM Reporters



- Facilities that are already registered in e-GGRT
 - No action is needed as far as facility registration
 - Facilities have the option to create a separate facility in e-GGRT for Subpart MM reporting. Separate facilities are necessary if the Designated Representative (DR) for Subpart MM is different than the DR for other reporting under e-GGRT.
- Facilities that are NOT registered in e-GGRT
 - Reporter or EPA registers the facility in e-GGRT
 - EPA reviews and approves the DR appointment
 - An email invitation code is sent to the DR.
 - The DR receives and accepts the invitation code. During the invitation acceptance process, the DR may appoint an Alternate Designated Representative (ADR) and the Agents. ADRs and Agents will follow the user registration process from the previous slide.

Transition Schedule



Critical Differences Between e-GGRT and CDX for Subpart MM reporters



- Users must register in e-GGRT and provide a paper ESA
- Users may be authorized to access more than one facility; Users may fulfill different roles at different facilities as needed
- There are only 3 roles: DR, ADR and Agent

Reporting using e-GGRT

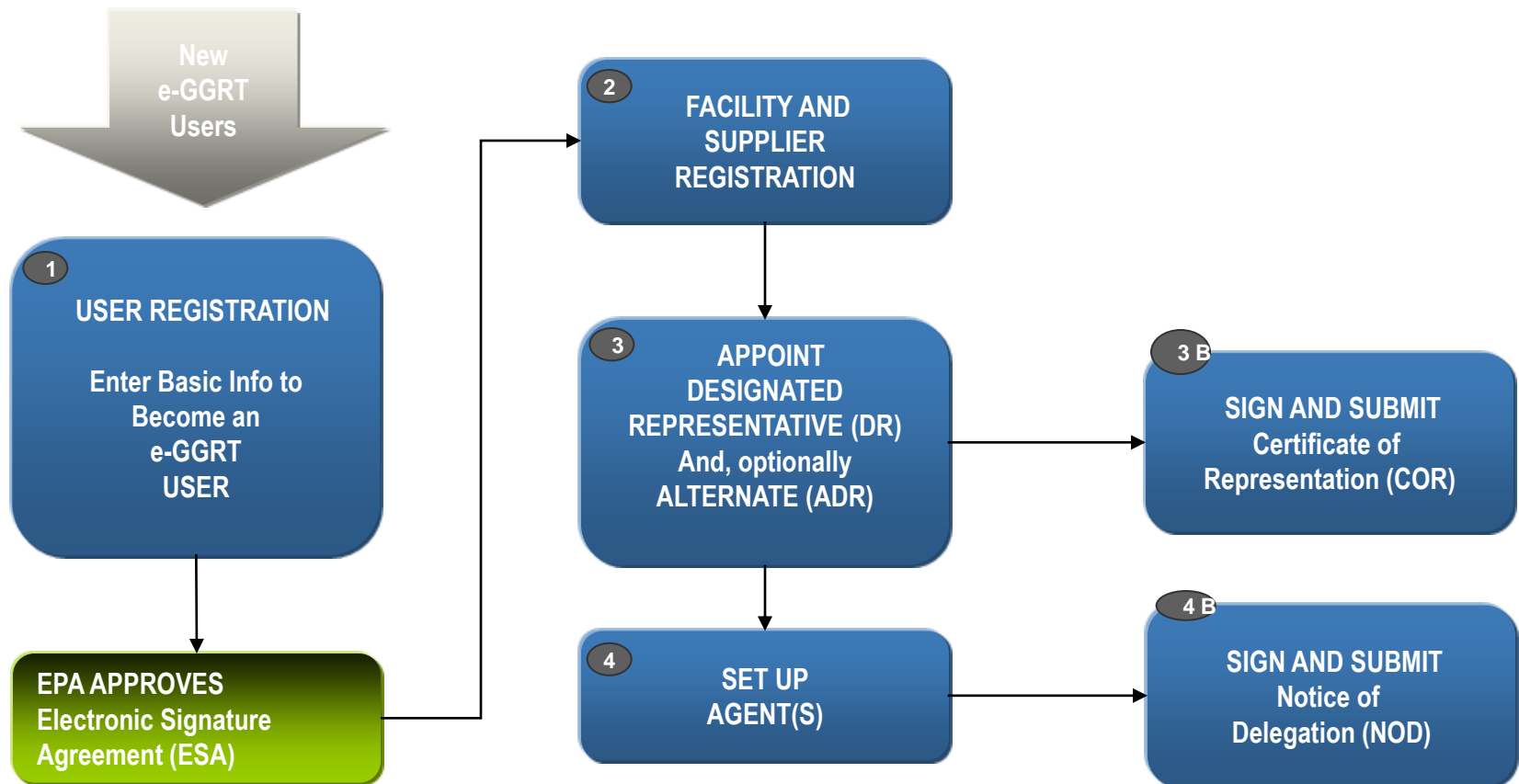


The screenshot shows the EPA's e-GGRT (Electronic Greenhouse Gas Reporting Tool) web interface. At the top, the EPA logo and "United States Environmental Protection Agency" are on the left, and the e-GGRT logo is on the right. The main content area is titled "Welcome to EPA's electronic Greenhouse Gas Reporting Tool". It includes an "About e-GGRT" section explaining that it supports facility and supplier reporting for the Mandatory Reporting of Greenhouse Gases Rule. There is a "Warning Notice" section with legal disclaimers. On the right side, there is a "e-GGRT LOGIN" section with fields for "User Name:" and "Password:", a "LOGIN" button, and a link for "Forgot your User Name or Password?". Below the login section, it states "New e-GGRT Users Must Register" and provides a "NEW USER REGISTRATION" button. At the bottom of the page, there are links for "EPA Home", "Privacy and Security Notice", and "Contact Us", along with the version "e-GGRT R12010.R.73" and "URS-I".

<https://ghgreporting.epa.gov>

- Web-based system using electronic (Web and Excel) reporting forms
 - Reporting forms guide reporters through data entry
 - MM form is uploaded and submitted
 - Validation of Subpart MM data occurs immediately on upload
- Reporters may choose to format their annual GHG report according to the e-GGRT XML schema
 - These reporters must meet the same registration and submission deadlines as all other reporters

E-GGRT Registration: The Basic Process



User Registration: Getting Started

- Help available at:
 - <http://www.ccdsupport.com/confluence/display/help/Registration+Instructions>
- Information you will need includes:
 - Name
 - Mailing address
 - Email address
 - If you are an EPA Central Data Exchange (CDX) user: CDX User Name and Password



Registration: Three Examples

- **SmallShop Energy LLP**

- Small Supplier
- Import or Export
- Designated Representative only
 - No Alternate DR
 - No Agent
- DR and facility were not previously registered in e-GGRT

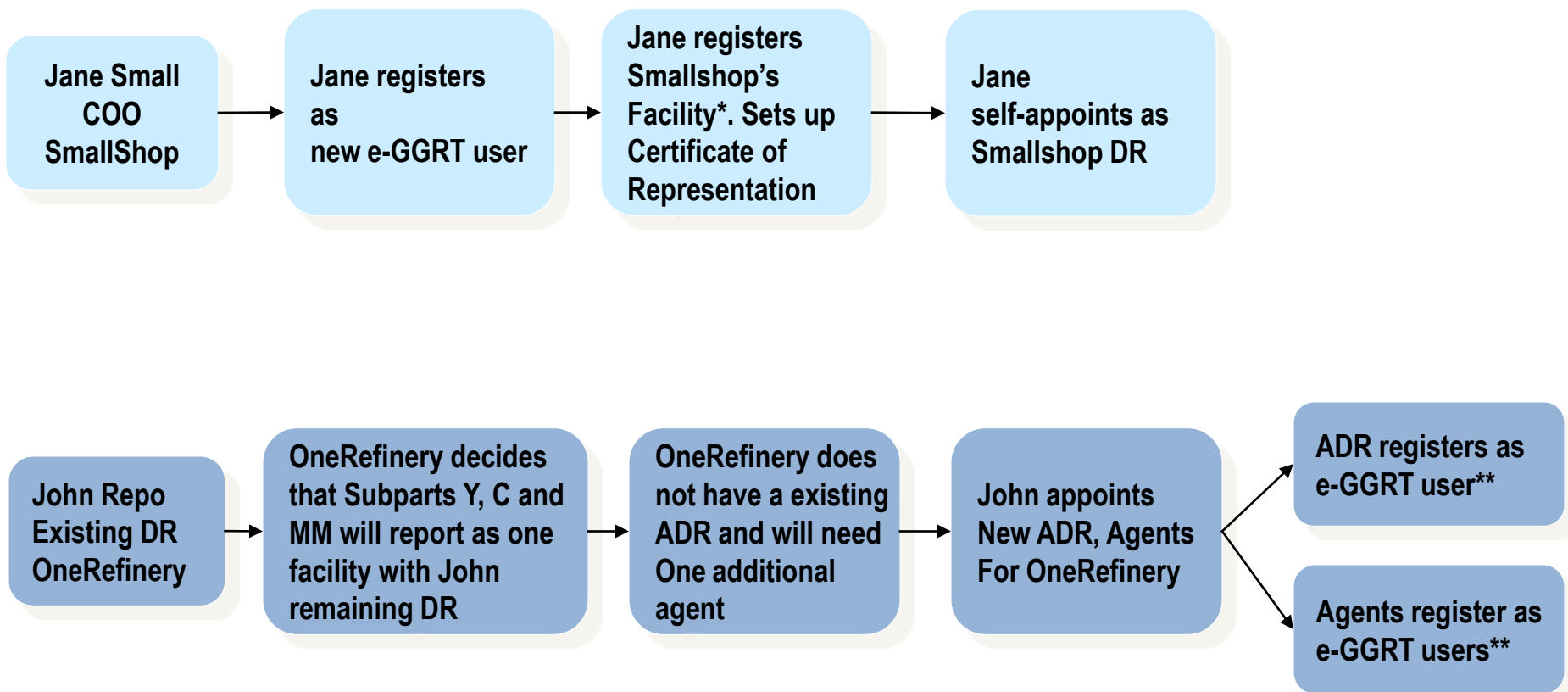
- **OneRefinery**

- Small or Large Company
- Each refinery should be a separate facility
- OneRefinery already exists in e-GGRT and the existing DR will also be the DR for Subpart MM
- DR identifies a new Alternate DR and Agent

- **Vertical Holdings Inc.**

- Multiple Facilities: refineries & import / export
- Most refineries and DRs for those facilities exist in e-GGRT
- Several Refineries need a different DR for MM than currently in e-GGRT
- Corporate reporting for import / export requires a new facility and that DR is not an e-GGRT user
- Several Alternate DR and Agents

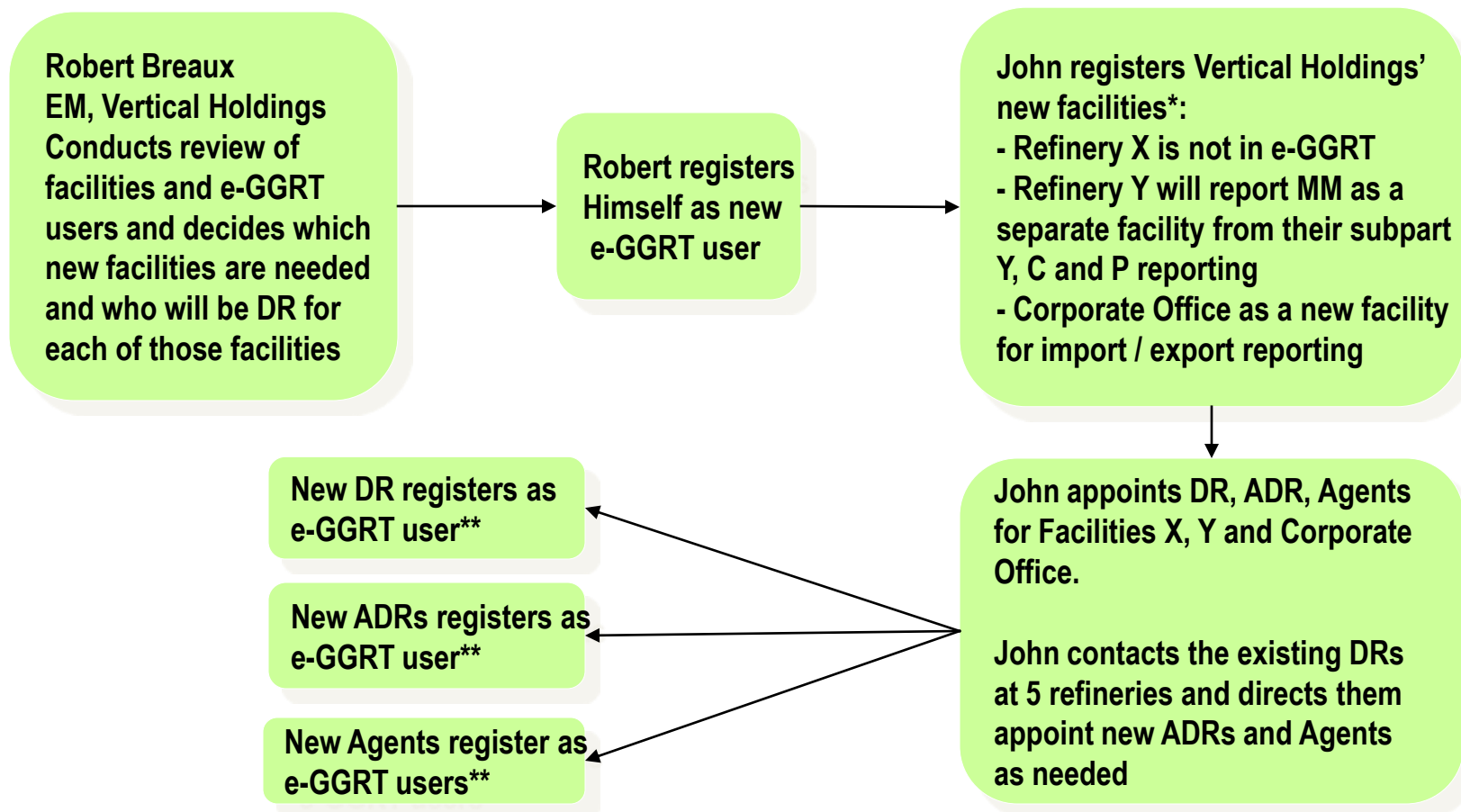
Smallshop vs OneRefinery User Registration



** John/Jane may contact the GHGRP Help Desk for assistance with facility registration*

*** DR, ADR, Agent(s) could register as users before being appointed*

Vertical Holdings: User Registration



** John may contact the GHGRP Help Desk for assistance with facility registration*

*** DR, ADR, Agent(s) could register as users before being appointed*

User Registration: Login Page

Context sensitive help on every page

As a new e-GGRT user you will start at the e-GGRT login page:
<https://ghgreporting.epa.gov>

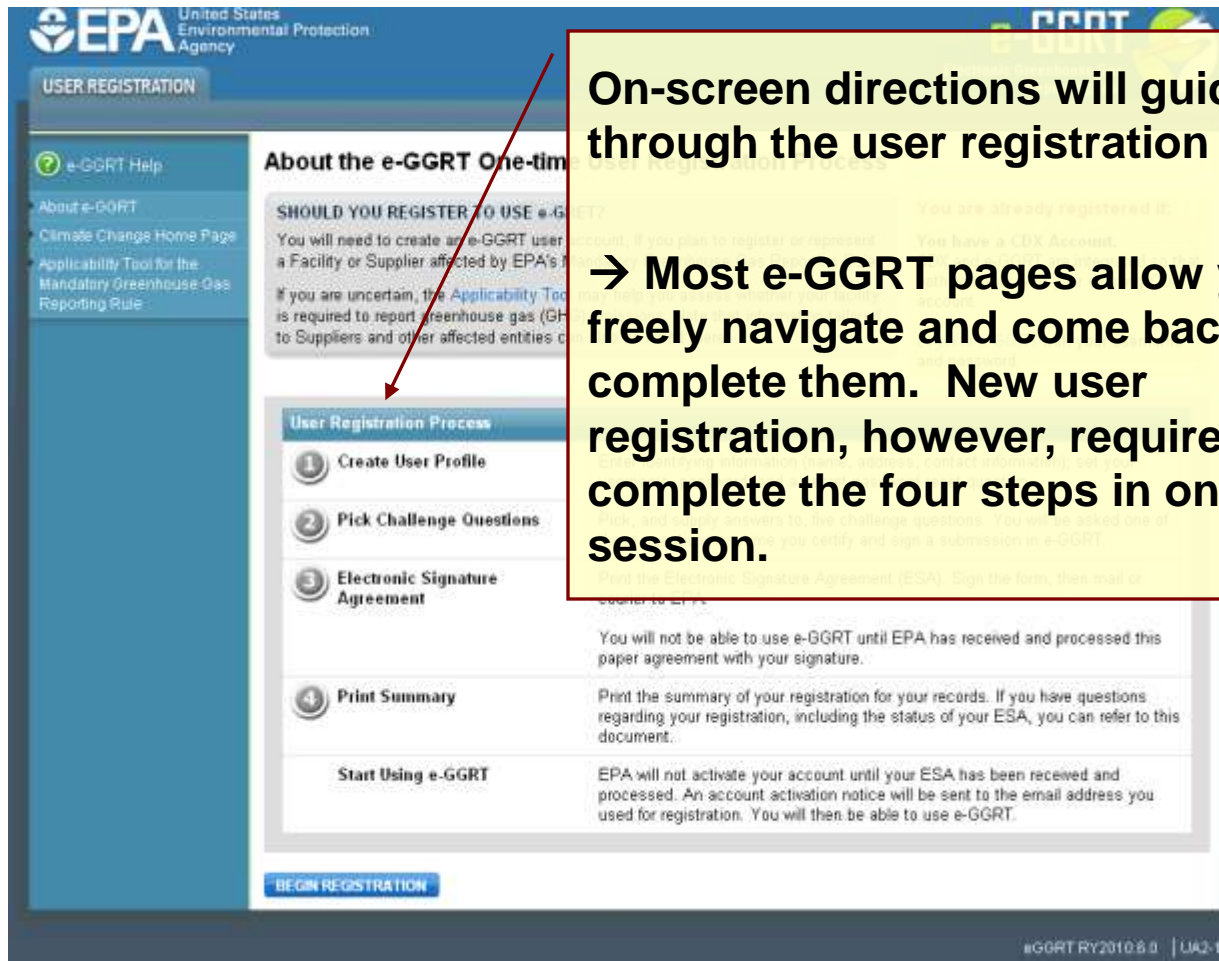
The screenshot shows the EPA e-GGRT login page. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the e-GGRT logo and 'Electronic Greenhouse Gas Reporting Tool'. On the left side, there is a blue sidebar with a green question mark icon and the text 'e-GGRT Help'. The main content area has a header 'Welcome to EPA's electronic Greenhouse Gas Reporting Tool'. Below this is a section 'About e-GGRT' with text explaining the tool's purpose and a link 'Additional information on e-GGRT'. Below that is a 'Warning Notice' section. On the right side, there is an 'e-GGRT LOGIN' section with input fields for 'User name:' and 'Password:', a green 'LOGIN' button, and a link 'Forgot your User name or Password?'. Below the login section is a section 'New e-GGRT Users Must Register' with text explaining the registration process and a green 'NEW USER REGISTRATION' button. At the bottom right, there is a yellow box with the text 'You are already registered if... You have a CDX Account' and instructions to login with existing credentials. Arrows point from the yellow callout boxes to the 'e-GGRT Help' link, the 'LOGIN' button, and the 'NEW USER REGISTRATION' button.

Context sensitive help on every page

If you have a CDX account then log in with your CDX credentials here

Otherwise, click the green NEW USER REGISTRATION button

User Registration: On-Screen Directions



On-screen directions will guide you through the user registration process.

→ **Most e-GGRT pages allow you to freely navigate and come back later to complete them. New user registration, however, requires you to complete the four steps in one session.**

User Registration Process

- 1 Create User Profile
- 2 Pick Challenge Questions
- 3 Electronic Signature Agreement
- 4 Print Summary

Start Using e-GGRT

EPA will not activate your account until your ESA has been received and processed. An account activation notice will be sent to the email address you used for registration. You will then be able to use e-GGRT.

#GGRT RY2010.8.0 | UA2-1

User Registration: Your User Profile

USER REGISTRATION

? e-GGRT Help

Help with User Registration

User Profile Challenge Questions Signature Agreement Print Summary

YOUR USER PROFILE

By completing and saving this form you will establish your e-GGRT user profile.

NOTE: You will not be able to return to this screen, so please double check information before you save.

Title *	Ms.
First Name *	Jane
Middle Initial	
Last Name *	Small
Suffix	Select

ADDRESS INFORMATION

Organization (Employer) *	Smalltown Carbon
Mailing Address Line 1 *	123 Main Street
Mailing Address Line 2	
City *	Smalltown

Please note the following when filling out your profile:

* denotes a required field

Profile information will be used on the Certificate of Representation (if you are a DR or ADR) or Notice of Delegation (if you are an Agent)

User Registration: On-Screen Directions

CONTACT INFORMATION

Email *	<input type="text" value="chiu@epa.gov"/>
Re-enter Email *	<input type="text"/>
Phone Number *	<input type="text"/>
Phone Extension	<input type="text"/>
FAX	<input type="text"/>

USER NAME & PASSWORD

Your user name may not contain spaces or symbols. Do not begin your user name with a number.

User Name *

User name
Is required

Your password must be 8 to 15 characters long and contain at least one number, one uppercase and one lowercase letter. Passwords cannot start or end with a number. Passwords cannot contain spaces, symbols, your user name or the word 'password'.

Password *

Confirm Password *

Password confirmation Is required

Password
Is required

Your security questions and answers are used to authenticate you in situations where you have forgotten your user name or password. Please select three security questions which are relevant to you and provide answers which are not easily guessed by others.

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

CANCEL


SAVE

Throughout the registration process on-screen directions and validation messages will provide help


The (3) Security Questions and Answers are used if you need to reset your password. Store this information securely.





User Registration: Challenge Questions

E-GGRT will use Challenge Questions and Answers later to support Electronic Signatures so keep them stored securely.

 United States Environmental Protection Agency

USER REGISTRATION

 e-GGRT Help
Help with User Registration

Progress bar:  User Profile  **Challenge Questions**  Signature Agreement  Print Summary

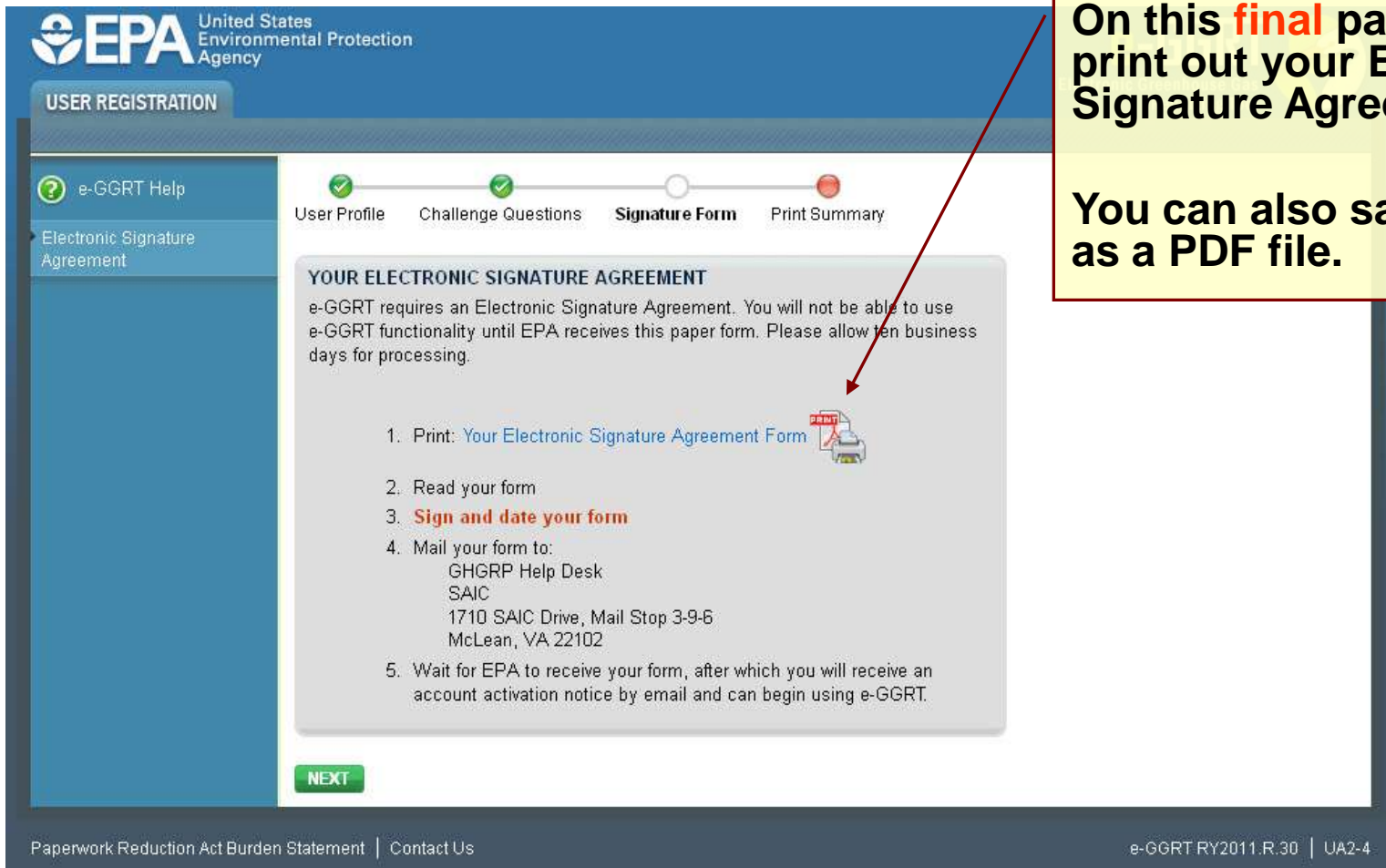
YOUR FIVE CHALLENGE QUESTIONS
Select and answer five different Challenge Questions. When you use e-GGRT to sign a submission, you will be prompted to correctly answer one of these questions.

CHALLENGE QUESTIONS

Question 1 *	What is the first and middle name of your oldest sibling?	<input type="text"/>
Answer 1 *		<input type="text"/>
Question 2 *	What is your favorite pet's name?	<input type="text"/>
Answer 2 *		<input type="text"/>
Question 3 *	What is your favorite hobby?	<input type="text"/>
Answer 3 *		<input type="text"/>
Question 4 *	What is your favorite TV show?	<input type="text"/>
Answer 4 *		<input type="text"/>
Question 5 *	Where did you first meet your spouse?	<input type="text"/>
Answer 5 *		<input type="text"/>

SAVE

User Registration: Electronic Signature Agreement



EPA United States Environmental Protection Agency

USER REGISTRATION


e-GGRT Help

Electronic Signature Agreement

User Profile Challenge Questions **Signature Form** Print Summary

YOUR ELECTRONIC SIGNATURE AGREEMENT

e-GGRT requires an Electronic Signature Agreement. You will not be able to use e-GGRT functionality until EPA receives this paper form. Please allow ten business days for processing.

1. Print: [Your Electronic Signature Agreement Form](#) 
2. Read your form
3. **Sign and date your form**
4. Mail your form to:
GHGRP Help Desk
SAIC
1710 SAIC Drive, Mail Stop 3-9-6
McLean, VA 22102
5. Wait for EPA to receive your form, after which you will receive an account activation notice by email and can begin using e-GGRT.

NEXT

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2011.R.30 | UA2-4

On this **final** page you can print out your Electronic Signature Agreement.

You can also save a copy as a PDF file.

User Registration: Electronic Signature Agreement

Electronic Signature and Use Agreement

The electronic submission of information to the creation and maintenance of a GHGRP user account and use of my account.

(1) I understand and agree that I will be held responsible for the submission I make as I would be by making a submission in paper.

(2) I agree to maintain an email account. If I am unable to do so, I will notify EPA why this occurred when requested by EPA.

(3) I agree to protect my user name and password. I will not give my user name or password to any other individual. I will not allow my password to be written into computer files.

(4) I agree to contact the EPA as soon as possible if my user name or password have become lost, stolen, or otherwise compromised.

(5) I agree not to attempt to view, change, or delete any information in an unethical and trustworthy manner and to be held responsible for any such attempt.

John Metropolis
123 Industrial Way
Beverley Hills, CA
90210



GHGRP Help Desk
1710 SAIC Drive, Mail
Stop 3-9-6
McLean, VA 22102

Name:

User name:

Organization:

Email Address: kokopeli.peter@epa.gov

Signature: _____

Date: _____

Please submit signed and dated agreement to:

e-GGRT Help Desk

SAIC

1710 Greenhouse Gas Reporting Tool, Mail Stop E-11-2

You MUST sign and date your ESA

Please allow time to mail your Electronic Signature Agreement to EPA



533668

User Registration: Electronic Signature Agreement Approved!

Notifications from e-GGRT will be sent to the email address in your user profile.

Make sure your email accepts mail from eggert@ccdsupport.com

For questions about the GHG Reporting Program or e-GGRT, contact EPA at ghgreporting@epa.gov



**e-GGRT: EPA has received your ESA - You can now
GHGReporting to: Peter Kokopeli
Please respond to Reply**

A Notice from EPA's electronic Greenhouse Gas Reporting Tool

EPA has received your e-GGRT Electronic Signature Agreement (ESA) form.

You may now login and begin to use e-GGRT, including registering facilities or suppliers, and accepting e-GGRT invitations to be a Designated Representative or Agent.

If you believe you received this message in error, or have questions, please contact the Help Desk at
Monday through Friday during regular business hours.

20019
21220

Registering A Facility

The screenshot shows the EPA e-GGRT home page. At the top left is the EPA logo and 'United States Environmental Protection Agency'. Below it are navigation tabs: 'HOME', 'FACILITY REGISTRATION', and 'FACILITY MANAGEMENT'. On the right, the 'e-GGRT' logo is displayed with the text 'Electronic Greenhouse Gas Reporting Tool' and a user greeting 'Hello, K C | My Profile | Logout'. A yellow callout box with a red border and an arrow pointing to the 'REGISTER A FACILITY' button contains the text: 'Click "Register A Facility" from your e-GGRT Home Page'. Below the navigation tabs, there is a sidebar with 'e-GGRT Help' and 'About e-GGRT Home'. The main content area shows 'YOUR FACILITIES:' with a table header 'Facility or Supplier' and 'Your Role', and a single row 'No Registered Facility'. To the right, there is a section 'ACCEPT AN INVITATION:' with the text 'Responding to a Facility Invitation?' and 'Paste the Invitation Code into the field below, then click 'GO''. Below this is a text input field and a green 'GO' button. At the bottom right, there is an 'e-GGRT Announcements' section with the date '2010-09-01 08:00:00.0' and the text 'Welcome to e-GGRT! For more information, tutorials and FAQs click the e-GGRT Help link on this page. See the GHG Reporting Program website for training opportunities.' The footer at the bottom right reads 'eGGRT RY2010.6.8 | UA1-2'.

EPA United States Environmental Protection Agency

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

e-GGRT Electronic Greenhouse Gas Reporting Tool

Hello, K C | My Profile | Logout

REGISTER A FACILITY

Click "Register A Facility" from your e-GGRT Home Page

YOUR FACILITIES:

Facility or Supplier	Your Role
No Registered Facility	

ACCEPT AN INVITATION:

Responding to a Facility Invitation?

Paste the Invitation Code into the field below, then click 'GO'

GO

e-GGRT Announcements

2010-09-01 08:00:00.0


Welcome to e-GGRT!

For more information, tutorials and FAQs click the [e-GGRT Help link](#) on this page. See the [GHG Reporting Program website](#) for training opportunities.

eGGRT RY2010.6.8 | UA1-2

Log-In to e-GGRT at: <https://ghgreporting.epa.gov>

New Facilities/Suppliers Only




United States
Environmental Protection
Agency

e-GGRT
Electronic Greenhouse Gas
Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING

ABOUT REGISTRATION **FACILITY SETUP** VERIFICATION ACCEPT ASSIGNMENTS

Hello, Kong Chiu | My Profile | Logout

 e-GGRT Help

WARNING: This process is only for facilities or suppliers not previously registered in e-GGRT

PLEASE DO NOT RE-REGISTER A FACILITY OR SUPPLIER DUE TO CHANGES IN OWNERSHIP OR REPRESENTATION!

Changes in ownership and/or representation should only be made by a representative currently associated with it in e-GGRT. Using e-GGRT's Facility Management tools, either the Designated Representative (DR) or Alternate (ADR) can edit the list of Owners and Operators, which will create a new, updated Certificate of Representation per 40 CFR 98.4(h). In the event a wholesale change in representation is required, the outgoing DR, ADR, or Agent(s) can initiate this change by appointing the new DR. If you are part of the new representation team, and the old representation is unable or unwilling to initiate this change, please [contact the e-GGRT Help Desk](#) for assistance.

PLEASE DO NOT RE-REGISTER A FACILITY THAT HAS ALREADY REPORTED GHG DATA VIA E-GGRT!

If you know a facility is already registered in e-GGRT, especially one that has already submitted an Annual GHG Report, you should not re-register it. Note, any data entered or submitted on a duplicate facility may have to be re-entered and re-submitted on the originally registered version of the facility.

If you are unsure, the first registration step consists of a facility or supplier search based on ZIP Code. If you find your facility among the results, you should not proceed with registration. If you require access to that facility or supplier as a representative (DR, ADR, or Agent), the current representation team for the facility in e-GGRT can appoint you to the appropriate role. If you have questions about how to proceed, please [contact the e-GGRT Help Desk](#) for assistance.

CONTINUE CANCEL

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2011.R.30 | FR-1-7

Facility Registration

A “subway map” will show you where you are in the Facility setup process

The screenshot displays the e-GGRT Facility Registration process. At the top, a navigation bar includes links for HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and DATA REPORTING. Below this, a sub-navigation bar shows steps: ABOUT REGISTRATION, FACILITY SETUP (highlighted), VERIFICATION, and ACCEPTANCE. A progress indicator shows five steps: Search, Facility Info, Appoint DR & ADR, Setup Agents, and Confirm & Submit, with the first step being active.

The main content area is titled "SEARCH FOR YOUR FACILITY OR SUPPLIER". It provides instructions on how to search and includes two bullet points:

- IF you find the facility or supplier you want to register: it should not be registered again. Click on the facility name to get more information about who registered it and when.
- IF you do not find the facility or supplier you want to register: you can initiate registration by clicking the +ADD a New Facility link just below the search results.

Below the instructions, there is a search form with the label "SEARCH BY ZIP/POSTAL CODE". The input field for "ZIP/Postal Code*" contains the value "77701". A green "SEARCH" button is located below the input field.

The search results are displayed in a table:


GHGRP ID	Facility or Supplier Name	Address
012345	ARKEMA BEAUMONT PLANT	2810 GULF STATES ROAD BEAUMONT, TX 77701
543210	Exxonmobil Beaumont Refinery	11000 GULF STATES ROAD BEAUMONT, TX 77701

Below the table, there is a blue "QUIT" button and a green "+ADD a New Facility" link.

e-GGRT will help you **SEARCH** through EPA’s list of Registered e-GGRT Facilities to ensure that you do not create a duplicate registration.

Once you’ve confirmed this is a **NEW** registration, click “ADD a New Facility”

Facility Registration


 United States
Environmental Protection
Agency

e-GGRT
Electronic Greenhouse Gas
Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING REPORTS

ABOUT REGISTRATION FACILITY SETUP VERIFICATION ACCEPT ASSIGNMENTS

Hello, Peter Kokopeli | My Profile | Logout

 e-GGRT Help

Help with Facility Registration

✓

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Search Facility Info Appoint DR & ADR Setup Agents Confirm & Submit

FACILITY OR SUPPLIER INFORMATION
The information populated below, based upon your selection from the facility search, is from EPA's Facility Registration System (FRS). Update the information and provide Owner or Operator.

denotes a required field

ADDRESS INFORMATION

Facility or Supplier Name* VANGUARD CORP

Street Address* 10 JAVA STREET

City* BROOKLYN

State* New York

Zip/Postal Code* 11222

OWNERS AND OPERATORS

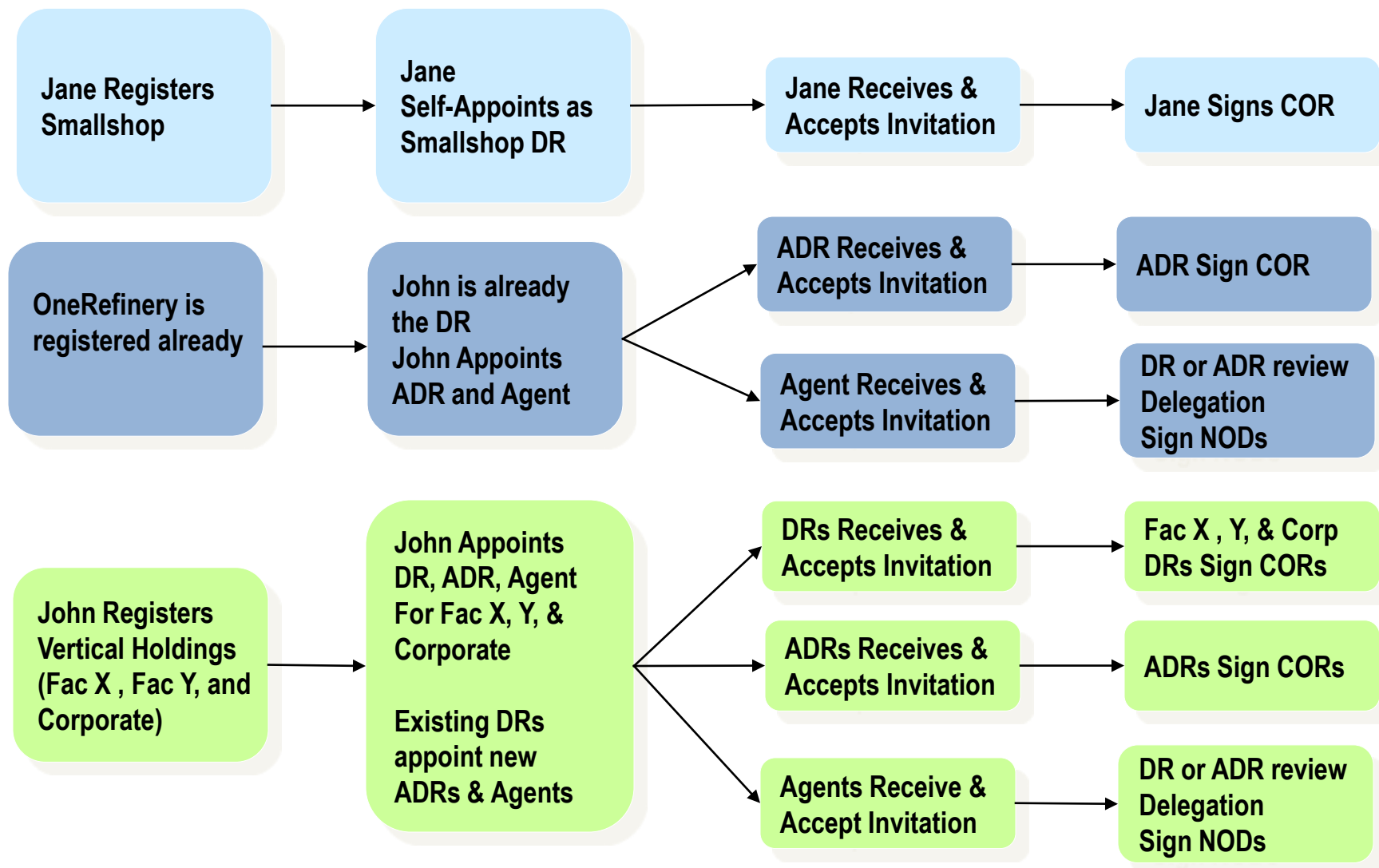
Owner or Operator* Jane Doe

+ ADD Another Owner or Operator

← BACK NEXT →

List the owners and operators of the facility or supplier here. Click "ADD" to list more.

Three Examples: Facility Registration



Facility Registration: DR & ADR Info

The screenshot shows the 'Facility Registration' process in the e-GGRT system. The progress bar indicates the current step is 'Appoint DR & ADR'. The page includes a help section titled 'WHO ARE THE DR AND ADR?' and two main form sections: 'DESIGNATED REPRESENTATIVE (DR)' and 'ALTERNATE DESIGNATED REPRESENTATIVE (ADR)'. The DR form has fields for First Name, Last Name, Middle Initial, Phone, E-mail, and Re-enter E-mail. The ADR form has similar fields. Red arrows point from callout boxes to specific parts of the form.

WHO ARE THE DR AND ADR?
Each e-GGRT facility is required to have one, and only one, Designated Representative (DR). The DR will certify and sign the Facility or Supplier's submissions to EPA. The DR can appoint one, and only one, Alternate Designated Representative (ADR) to act on behalf of the DR.
After EPA reviews the registration, e-GGRT will send an e-mail invitation to the DR and ADR with instructions on how to accept their role for this facility.

DESIGNATED REPRESENTATIVE (DR)
Who will be the DR for this Facility or Supplier?
☒ I will be the DR
☐ I want to appoint a DR.

First Name: John
Last Name: Smith
Middle Initial:
Phone: 202-123-4567
E-mail:
Re-enter E-mail: JohnSmith@CarbonHQ.com

ALTERNATE DESIGNATED REPRESENTATIVE (ADR)
Who will be the ADR for this Facility?
☒ I want to appoint an ADR, or
☐ There will be no ADR. (Note: ADRs can be appointed after registration)

First Name: Jane
Last Name: Doe
Middle Initial:
Phone: 240-123-4567
E-mail: JaneDoe@CarbonHQ.com

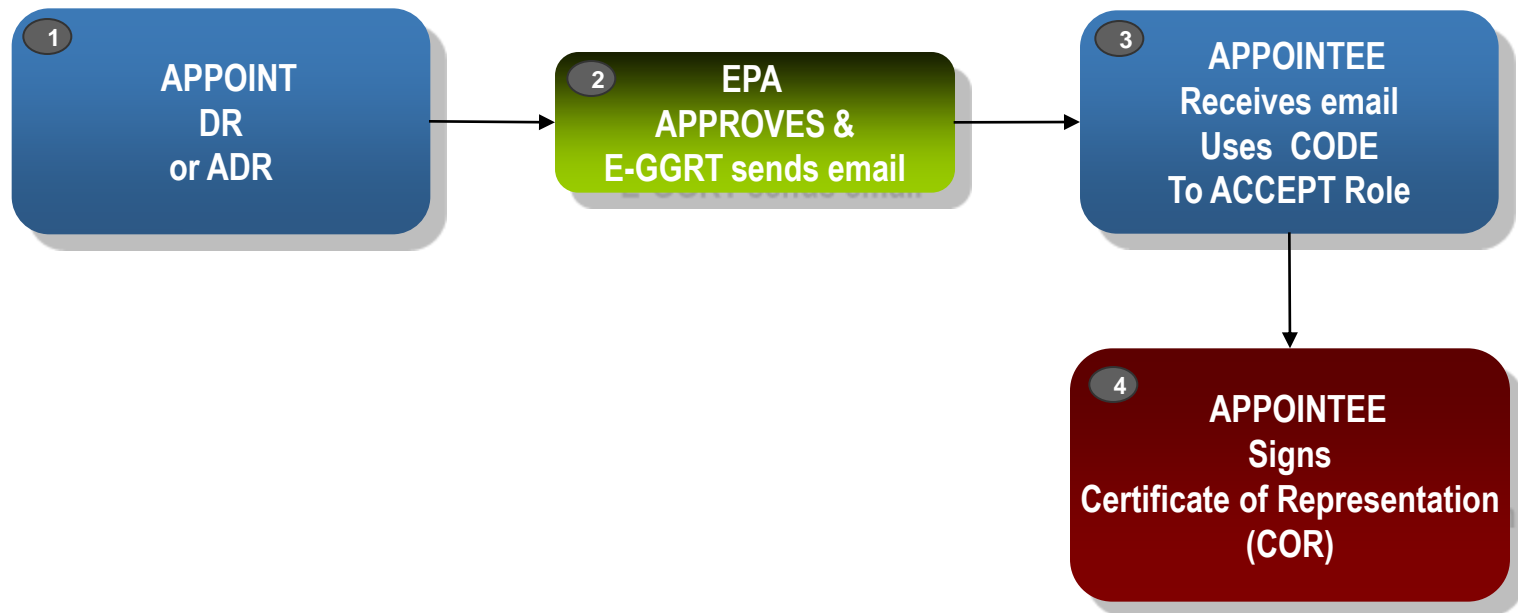
Grey boxes in e-GGRT provide explanatory text. You may also click HELP at any time for more info.

You can appoint yourself as DR or someone else. EPA will review all appointments

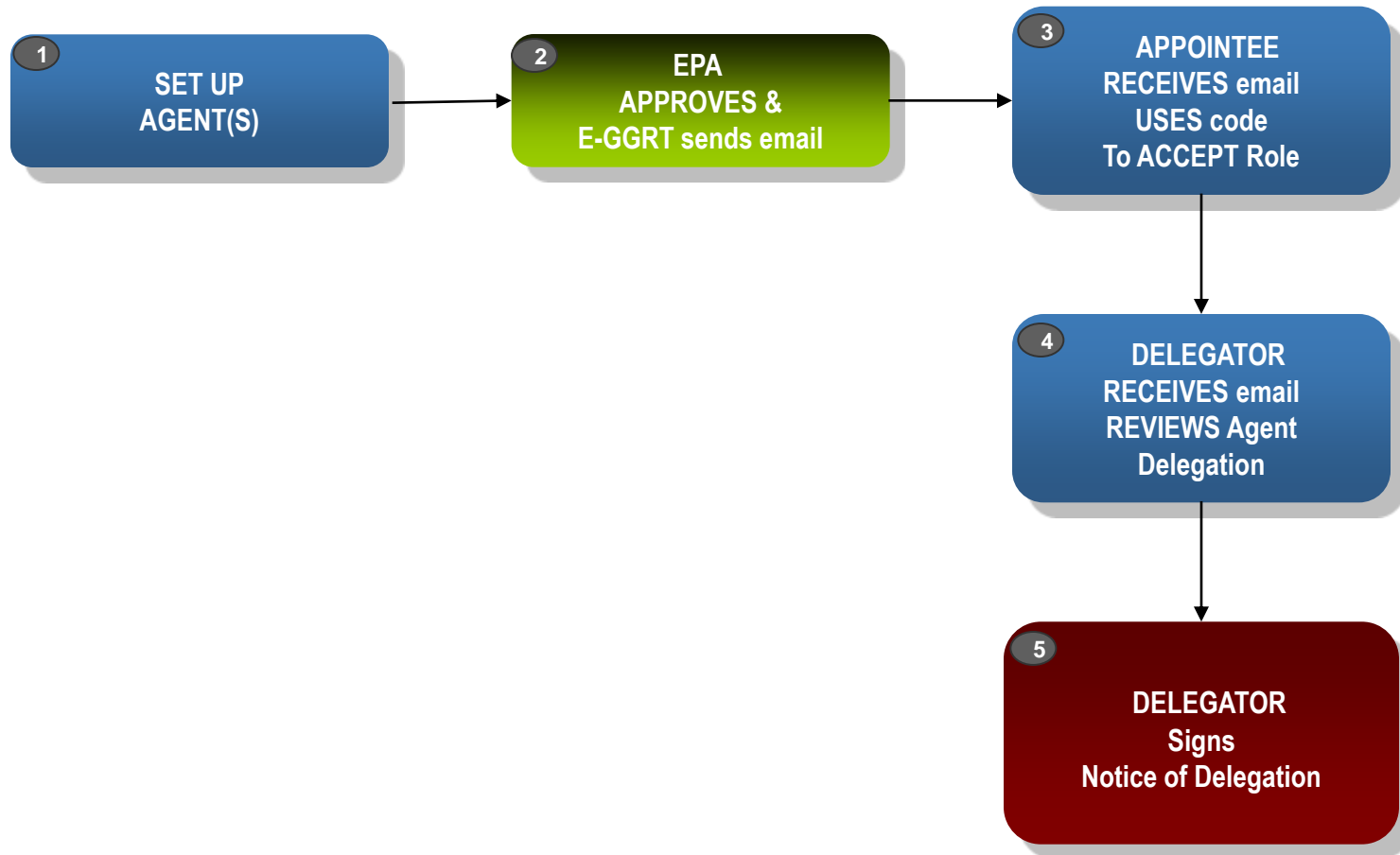
The email will be used by e-GGRT to invite the DR appointee to accept their role.

Enter the ADR's info here, if applicable. An ADR can also be added at a later time but must be approved by the DR

Appointments and Invitations: DR & ADR



Appointments and Invitations: Agent(s)



Using an Invitation Code

The screenshot shows the EPA e-GGRT home page. The top navigation bar includes links for HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, DATA REPORTING, and REPORTS. The user is logged in as Peter Kokopeli. The main content area is divided into three sections: FACILITIES PENDING REGISTRATION, YOUR FACILITIES, and ACCEPT AN INVITATION. The FACILITIES PENDING REGISTRATION section shows a table with one entry: VANGUARD CORP, REGISTRAR, Pending. The YOUR FACILITIES section shows a table with one entry: ACME STEEL, DR. The ACCEPT AN INVITATION section has a text input field containing the code E94C3E807C81CEDA2B2490 and a GO button. A red arrow points from the ACME STEEL entry in the YOUR FACILITIES table to the text box in the ACCEPT AN INVITATION section.

Home Page lists facilities and role

After an APPOINTEE receives an email invitation for a ROLE, he or she can log into e-GGRT and paste the invitation code into this box.

FACILITIES PENDING REGISTRATION:

Facility or Supplier	Your Role	Registration Status
VANGUARD CORP	REGISTRAR	Pending

REGISTER A FACILITY

YOUR FACILITIES:

Facility or Supplier	Your Role
ACME STEEL	DR

ACCEPT AN INVITATION:

Responding to a Facility Invitation?

Paste the Invitation Code into the field below, then click 'GO'

GO

e-GGRT Announcements

2010-09-01 08:00:00

Welcome to e-GGRT!

For more information, tutorials and FAQs click the [e-GGRT Help](#) link on this page. See the [GHG Reporting Program website](#) for training opportunities.

eGGRT RY2010.6.8 | UA1-2

Accepting the Appointment

to submit reports.

If you accept the role, you will digitally sign and submit a Certificate of Representation (COR) in the screens that follow.

denotes a required field

You have been identified by Peter Kokopeli as the **Designated Representative (DR)** for:

ANYREPORTER

123 Main Street

ANYTOWN, USA, ANYZIP

Do you accept this*
appointment? ☒ Yes
☐ No

If you do not accept,
please explain

Peter Kokopeli suggested the following person as your **Alternate Designated Representative** for this facility:

Uncle JOE

202-123-4567

Joe.Uncle@mail.com

Do you confirm the ADR*
appointment? ☒ Yes
☐ No — change the ADR appointment
(note, this option only applies when an ADR was appointed)
☐ No — do NOT appoint an ADR at this time

NEXT →

Certificate of Representation

e-GGRT

Facility or Supplier Name	STEVE SHOP
Address	6251 SIDE ROAD REDDING CA, 96001
Owners and Operators	Steve Trout; EDIT Facility Information

REPRESENTATIVE INFORMATION

Designated Representative	Peter Kokopeli 1200 Pennsylvania Ave, NW Washington DC, 22222 2023439085 kokopeli.peter@epa.gov
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CERTIFICATION STATEMENTS

I certify that I was selected as the designated representative or alternate designated representative, as applicable, by an agreement binding on the owners and operators of the facility or supplier, as applicable.

I certify that I have all the necessary authority to carry out my duties and responsibilities under 40 CFR part 98 on behalf of the owners and operators of the facility or supplier, as applicable, and that each such owner and operator shall be fully bound by my representations, actions, inactions, or submissions.

I certify that the owners and operators of the facility or supplier, as applicable, shall be bound by any order issued to me by the Administrator or a court regarding the facility or supplier.

If there are multiple owners and operators of the facility or supplier, as applicable, I certify that I have given a written notice of my selection as the 'designated representative' or 'alternate designated representative', as applicable, and of the agreement by which I was selected to each owner and operator of the facility or supplier.

Done


Carefully review the Certification Statements. These Certification Statements can also be found in Section 98.4 of the Rule

- GHG Reporting Program (GHGRP) Help Desk will be able to answer questions and provide support to e-GGRT users
- Telephone: 1-877-444-1188
- Email: GHGREPORTING@epa.gov
- URLs:
 - www.ccdsupport.com [GHGRP Help]
 - <https://ghgreporting.epa.gov> [e-GGRT]
 - ghgdata.epa.gov [published data]

[Home](#)

Welcome to e-GGRT Help


This site contains news, FAQs, help and other information about e-GGRT.

**e-GGRT News**


Latest News

- [2010 Greenhouse Gas Data Now Available](#)
- [e-GGRT maintenance outage planned for Saturday Mar 3, 2012](#)
- [e-GGRT Status- Reporting Year 2011 Now Available](#)

[GHG Rulemaking RSS Feed](#)
[e-GGRT RSS Feed](#)

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- [Subpart W NOI / BMM Submissions Instructions](#)
- [GHG Reporting Instructions](#)
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- [About GHG Reporting Program and Part 98](#)
- [Harmonization of EPA's e-GGRT and CARB's Cal e-GGRT](#)
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This web site is maintained by a contractor to the U.S. Environmental Protection Agency (RY2011.R.01)

Preview the New Reporting Form

- EPA is creating an updated reporting form for Subpart MM
- While the form looks different, the data elements and layout are largely unchanged
- A preview version of the reporting form can be downloaded at:
<http://www.ccdsupport.com/confluence/display/help/RY2012+Reporting+Forms+for+Preview+Testing>

Subpart MM - Suppliers of Petroleum Products

Facility Details

Worksheet Instructions:	
This worksheet should be completed by all facilities.	
Version:	
e-GGRT RY2012.R.01	Updated 12/14/2012
External Links:	
Subpart MM Resources Page:	http://www.epa.gov/ghcreporting/reporters/subpart/mm.html
Reporting Form Help Content:	http://www.ccdsupport.com/confluence/display/help/Reporting+Form+Instructions
Workbook Navigation:	
0. Facility Details	
1. Products by Measurement Method	
2. Aggregate Petroleum Products and Natural Gas Liquids	
3. Total CO2 Quantity	
4. Blended Products That Do Not Contain Biomass	
5. Crude Oil Received	
6. Tables MM-1 and MM-2	

1.) Fill out the following table with general information about this facility:

Facility Name:	OneRefinery
Type of Facility:	Refinery
GHGRP ID:	548382
Reporting Period:	2012
Comments: (optional)	

0. Facility Details / 1. Measurement Method / 2. Aggregate Products / 3. Total CO2 & Other Info / 4. Blended Products / 5. Crude Oil

For more information



On the GHG Reporting Program:

<http://www.epa.gov/ghgreporting/index.html>

On using e-GGRT :

<http://www.ccdsupport.com>

Contact Us:

<http://www.ccdsupport.com/confluence/display/help/e-GGRT+Help+Desk+Contact+Information>

Rule Citations, 40 CFR (related to Facility Registration):

- 98.4- Authorization and responsibilities of the designated representative (DR)

- 98.4(i) Certificate of Representation (COR)

- 98.4(m) Delegation by designated representative and alternate designated representative (Agents)



- RSS web feed/syndication format
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Questions?